

Founded in 1963, the Zurich International School (ZIS) in **Wädenswil** is a private day school for 1 200 students age from 3 to 18. They represent approx. 70 different nationalities and enjoy a well-rounded education in English, taught by 250 teachers. On behalf of the school, we are looking for an energetic and resourceful

Head of Relationship Management, Fundraising and Development (m/f) 80 -100%

Reporting to the Director of Community Relations and supported by two part-time colleagues, this key role will be to lead a **three-tiered effort** to achieve continuous and sustainable funding of the school's operations. Your ultimate goal is to **develop, increase, strengthen and improve** existing and new high-value **corporate strategic partnerships**. Equipped with a sharp eye for **new opportunities**, you will cover the entire range of identifying, researching, acquiring and cultivating major new collaborations. In terms of **fundraising**, a big part of your time and energy will be devoted to the **annual fundraising campaign and the biennial gala event** for a wide target audience of donors. You will develop an efficient and effective approach in communication with community stakeholders to support the school's financial goals. In all of your tasks, you closely collaborate with internal key partners to ensure strong alignment with the strategic plan. Market analysis, evaluation and preparation of various donation statistics as well as leading on fundraising **financial reports** is another part of your role. Last but not least, you will **guide your two team members** responsible for the Alumni Program and the Research/CRM system and oversee the relevant school's volunteers.

Our ideal candidate has a **higher degree in business management/development, marketing, communication** or in a related field, supplemented by **at least ten years** of experience in **customer relationship and project management**. It goes without saying that you possess a strong commercial awareness with competence in **fundraising**. Your professional career developed in competitive **international settings**, ideally within **an alumni organization, in higher education or at an NPO**. This is where you will have acquired cultural sensitivity, combined with the delicate balance of introducing innovation without disrespecting the status-quo. A **soft spot for kids** and **enthusiasm for education** in general are, of course, a prerequisite for such a role. Also, you have a proven expertise in **G suite products and CRM database**. As a talented networker with the ability to build shared visions, you easily establish **strong relationships with the target groups**. You possess a talent to engage with and manage senior executives and high-net worth individuals (HNWI). Given the focus of the school, this profile is directed to applicants with an **excellent written and oral command** of both **English and German**. On a personal level, you are a quick minded and outgoing personality – a flexible and hands-on self-starter who has a high level of self-motivation and an independent way of working. Your excellent organizational talent, your ability to set priorities and to go the extra mile, blended with a systematic approach, will allow you to lead the business to a higher level.

What can you expect from this position? A unique chance to be part of the innovative journey of the school to strengthen its educational program and to impact its economic foundation. In addition, this is a truly meaningful opportunity to build our next generation by contributing to their first-class education. If you appreciate an international environment with a friendly working atmosphere plus ample personal autonomy with nearly unlimited creative opportunities, you should not hesitate to apply. Especially if you enjoy remote working opportunities. Are you interested? Sabine Biland-Weckherlin will be happy to answer any questions you may have and looks forward to receiving your complete application in English (letter of motivation, CV with photo, work certificates and diplomas) in pdf format. Thank you very much.

da professionals ag – for over 40 years
Specialists and Executives
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